Following Up

Too frequently, supervisors "dump and run" when they delegate, only checking back in when there is rumor of a problem. While follow-up requirements will be different depending on the task or project delegated, here are some things to keep in mind:

☑ Be available, if you are needed

☑ Accept questions and mistakes, these are learning opportunities

☑ Support initiative and creativity

☑ Live with differences as long as objectives are met

☑ Monitor progress, but don't hover

☑ Provide honest feedback

☑ Suggest course corrections, if appropriate and unrecognized by the employee

☑ Help solve any problems beyond the employee's capability

☑ Evaluate performance and assess results

☑ Plan any future training

☑ Compliment and reward success